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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 11 September 1958

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activity Report #36

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DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 03 MAR 1978 By: A. COMPLETED PROJECTS1. JOT Program

Briefed Dr. John Tietjen in connection with the JOT Program and its objectives.

2. Change in JOT Training Schedule

To allow for the necessary processing of the JOT's prior to their departure for the extended OC has been rescheduled for a week later. The starting date is now 9 February 1959.

3. Clerical Personnel Requirements of the DD/P

Discussed with the clerical personnel requirements of the DD/P and the standard of training required for new clerical employees.

4. Contract Employees

Discussed with EA-DD/S the matter of contract employees being charged against the established ceiling of OTR. The EA-DD/S strongly supports the position of the Office of Training with regard to contract employees as essential to the success of the language and area program. He suggested that the Office of Training be included among the exceptions to the proposed regulation pertaining to this subject.

5. The Armed Forces Staff College U/W Briefings

The annual request by the Commandant of the Armed Forces Staff College for CIA guest lecturers for the U/W portion of the

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25X1 course has been received. The file has been turned over to Mr. [] who has agreed to follow up on the necessary arrangements. It was believed that this matter is now more properly under the purview of the Operations School.

B. PROJECTS IN PROCESS

1. Killian Committee Report

The semiannual report to President's Board of Consultants on Foreign Intelligence Activities (Killian Committee) is due at the end of September. Request for contributions from each School has been circulated and a suggested deadline of 22 September has been established. This will permit the Plans and Policy Staff to prepare a draft report for DTR's consideration.

2. DD/I Officer on Plans and Policy Staff

25X1 Mr. [] was again contacted in connection with the transfer of the DD/I officer to the Plans and Policy Staff. He advised that the PO/TR would receive several files in this connection on 15 September.

C. PERSONNEL NOTES

25X1 Mr. [] is on leave until 6 October.



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